

4RTD (APCO
CRIB
RAIT
RCAP)

07-RIN-00292-00

FREEDOM OF INFORMATION ACT (FOIA) GUIDE AND PROGRAM CHECKLIST

Supp
OEP

A FOIA request is a written request for records held or believed to be held by EPA. The request need not specifically refer to the FOIA. The Act requires that agencies provide records unless they are exempt from disclosure.

FOIA OFFICE (OEP)

FOIA requests are date-stamped and logged into the FOIMATS system by the FOIA Coordinator, OEP. The FOIMATS system assigns a control number (Request Identification Number (RIN)) and generates a control slip. Copies of the request are handcarried to appropriate programs/offices. Upon receipt of records and backup material from the programs/offices, the FOIA Coordinator prepares an appropriate response letter for signature by the FOIA Officer. FOIA Officer signs all responses except denials. Initial denials are prepared by the FOIA Coordinator for the signature of the appropriate Division Director.

PROGRAM RESPONSIBILITY

Understand what the writer is asking for. If not, call the requestor for clarification. (Scope of request can often be narrowed.) If fees for processing request exceed \$25.00 and requestor has not indicated in letter willingness to pay up to a specified amount, call requestor advising of estimated fees for processing request and obtain agreement to reimburse the Agency.

Document all actions for processing request. Complete the Program Checklist (below) before submittal to the FOIA Coordinator. Assure that ALL portions of request which your program/office is responsible for have been responded to. When the records responsive to the request are prepared and Program Checklist completed, send to FOIA Coordinator with any details that should be known for preparation of response letter. INCLUDE THE CONTROL SLIP when submitting to the FOIA Coordinator. The FOIA control number (RIN) is the only means of identification and tracking.

Effective October 1, 1998, it is the program's/office's responsibility to provide information for compilation of administrative costs with each FOIA request. This information is entered into the FOIMATS system by the FOIA Coordinator, OEP. The information will be retrieved by headquarters annually and included in the Annual Report to Congress. See attached headquarters guidance.

PROGRAM CHECKLIST FOR TRANSMITTAL OF RECORDS/INFORMATION TO OEP FOR RESPONSE LETTER

	Yes	Date	No	N/A
Program has responsive records	✓	2/2		
Index of records releases and/or denied			✓	
Counsel consulted re releasability of records				
Exemption cited for records denied 5 U.S.C. 552(b)				
Copy(ies) of record(s) initially denied in program's files				
OR submitted to FOIA Coordinator (in FOIA files in case of appeal by requestor				
Business confidentiality determination applicable				
Program notified third party by letter from Division Director of opportunity to substantiate business confidentiality claim				

Yes Date No N/A

Extension of "due date" requested 40 CFR 2.112(e)

- ____ (1) The need to search for and collect the requested records from offices that are physically distant from this office
- ____ (2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distant records involved in your request
- ____ (3) The need for consultation, which shall be conducted with all practicable speed, with another agency or EPA office having a substantial subject-matter interest in your request

Requestor advised of charges and agreed to payment:

Cost of processing request: Record search 5 hrs. @ 0.00 per 1/2 hr.; Record review 5 hrs. @ 0.00 per 1/2 hr.; copying 29 pages @ \$.15 per page; actual cost to EPA (computer time, diskettes, maps, photos, etc.) _____.

Date of transmittal of records/information to OEP 2/2.

Person(s) responsible for gathering records/information (contact for response letter) ASA/Haugen ARTO/RESP (913) 551-1811

Division Director (or designee) concurrence/signature X Haugen

EFFECTIVE 10/1/98 ADMINISTRATIVE COSTS TO BE ENTERED INTO FOIMATS BY FOIA COORDINATOR, OEP, FOR INCLUSION IN ANNUAL REPORT TO CONGRESS

SEE ATTACHED HEADQUARTERS INSTRUCTIONS

IN COMPLIANCE WITH E-FOIA, ALL PERSONS WHO WORK IN ANY CAPACITY ON A REQUEST WITHIN EPA ARE REQUIRED TO PROVIDE THE TIME SPENT AND HOURLY RATE FOR ADMINISTRATIVE COSTS.

TOTAL HOURS: 5 HOURLY RATE: 14.88 TOTAL COST: 7.42

TOTAL HOURS: 5 HOURLY RATE: 27.39 TOTAL COST: 13.70

TOTAL HOURS: _____ HOURLY RATE: _____ TOTAL COST: _____

TOTAL HOURS: _____ HOURLY RATE: _____ TOTAL COST: _____

TOTAL HOURS: _____ HOURLY RATE: _____ TOTAL COST: _____

TOTAL HOURS: _____ HOURLY RATE: _____ TOTAL COST: _____

Freedom of Information Act Request

07-RIN-00292-00

Requestor: KERRI MILLER Request Date: 01/18/2000
Company: ENVIRONMENTAL OPERATIONS, INC. Date Received: 01/19/2000
Fee Category: Commercial Acknowledged: 01/19/2000

Subject: KOHLER AND SONS, 9800 PAGE AVENUE,
OVERLAND, MISSOURI 63132 (PROJECT #D502)

Lead Office: 07-OEP
Assigned to: 07-APCO, 07-CRIB, 07-NFMB, 07-OEP, 07-RALI, 07-RCAP,
07-SUPR

Original Due Date: 02/16/2000 New Due Date:

Track: BASIC Fee Waiver Requested: NO

FIS Initials: EN

SPECIAL INSTRUCTIONS:

PROGRAMS PROVIDE INPUT,
OEP SIGNATURE

REC'D BY:

DATE

ENTD JAN 20 2000
Jv-Cor Ind Inc
SBitt



**Environmental
Operations, Inc.**

January 18, 2000

Ms. Rowena Michaels
Public Affairs Officer
United States Environmental Protection Agency
Region VII
901 North 5th Street
Kansas City, Kansas 66101
Fax: (913) 551-7066

07-RIN-00292-00

Ms. Michaels,

Environmental Operations, Inc. is conducting Phase I Environmental Assessment on property located in Missouri. Under the Freedom of Information Act, we request any information, complaints, or environmental concerns (e.g., asbestos containing materials, polychlorinated biphenyls, hazardous materials or wastes use or release, petroleum product materials or wastes use or release, solid wastes disposal, underground storage tanks, leaking underground storage tanks, air emissions, water emissions, industrial activities, etc.) your agency may have regarding this site and surrounding properties.

PLEASE INCLUDE OUR PROJECT NUMBER WITH YOUR RESPONSE.

MOD006289003

Kohler and Sons
9800 Page Avenue
Overland, St. Louis County, Missouri (63132)
Project #D502

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R7FIND

Thank you for your assistance. If you need additional information or have questions, please contact me by phone at (314) 241-0900 or by fax at (314) 436-2900.

Respectfully,

Kerri Miller

Kerri Miller
Environmental Specialist

Recd 1/18/00
EPA/R7/OEP/RCAD/FOIA

Environmental Consulting & Remediation